

APPENDIX VIII

GLOSSARY OF REQUEST FOR PROPOSAL TERMINOLOGY

Acceptability Evaluation: refers to client satisfaction with and adequacy of services or programs.

Activity: a very specific statement of what will be done. It often is time-specific and is associated with an objective. There may be multiple activities for a single objective. *Example: ACTIVITY #1: Conduct ongoing support groups.*

COLA: cost of living adjustment. Refers to annual salary adjustments given by some agencies.

Curriculum-Based Group-Level Interventions: group-level interventions that have clearly stated goals, objectives and outcomes and/or are based on a specific written curriculum.

FTE: full-time equivalent. Refers to the percentage of time an employee will be working (e.g. 40 hours per week = 1 FTE; 20 hours per week = .50 FTE)

Goal: Goals should be somewhat general in content and should clearly state the ultimate purposes of your program. Even so, goals should specify such parameters as the populations to be reached and outcomes desired. *Example: GOAL #1: Develop and implement HIV/AIDS strategies to increase the frequency of condom use with all partners among gay and bisexual African-American men in Central Seattle.*

HCV+: refers to persons who test positive for Hepatitis C.

Impact Evaluation: refers to the short term outcomes of services or programs (such as reduction in number of new infections within the community). This is sometimes known as short term outcome evaluation.

IDU: Men or women who inject drugs.

MSM: Men who have sex with men (but do not inject drugs). These men may use non-injection drugs.

MSM-IDU: Men who have sex with men and inject drugs (these drugs may be amphetamines or other).

Objective: a further refinement of the goal. Objectives are one component of a goal and should be clearly stated, measurable and establish a specific time frame. Objectives should be directly related to, yet more specific than, goals. Clearly stated objectives should reflect the reasoning behind choosing a particular strategy, should provide the milestones along the way to achieving a goal and should provide the focus for program evaluation. Each goal may have multiple objectives. *Example: OBJECTIVE #1: Develop community support for sexual risk reduction behaviors through weekly support group meetings and a (print) media campaign by March 1998.*

Outcome Evaluation: refers to the degree to which a program results in the desired long term outcome for its clients (e.g. increased used of condoms with new partners).

Service Units: a wide range of quantitative measures that can be used to describe and evaluate the program. Service units are one type of quantitative indicator that directly measure the number of specific activities to be performed or clients to be served; there may be multiple units for each activity. Service units should be directly related to the intervention you are proposing (e.g. sessions offered, interactions, clients served).

Transgendered Male to Females: This RFP prioritizes transgendered male to females (M to F) only. Transgendered M to F refers to men who identify as women. They may or may not be on hormones, or plan surgical gender reassignment.

Unduplicated Clients: refers to all clients receiving services from the program regardless of how many contacts the clients have with the program or the individual types of services the clients may use within the overall program. For example, a client may use more than one of the service units you propose. S/he would be counted as multiple contacts for the demographic tables (Forms 5A and 5B), but only as one client for the total unduplicated clients in your program.